

## MINUTES

### SPECIAL MEETING BOARD OF DIRECTORS PARADISE IRRIGATION DISTRICT JULY 31, 2020

The special meeting of the Board of Directors of the Paradise Irrigation District was called to order at 6:00 p.m. by President Marc Sulik, followed by the Pledge of Allegiance to the Flag of the United States of America.

OPENING

BOARD MEMBERS  
PRESENT: Director Gregg Mowers, Vice-President Shelby Boston, and President Marc Sulik

ROLL CALL

BOARD MEMBERS  
ABSENT: Division 1 director seat vacant following the resignation of Dan Hansen effective June 18, 2020 and Division 2 director Seat vacant following the resignation of Brian Shaw effective July 31, 2020

STAFF PRESENT: District Manager Kevin Phillips, IT Manager Mickey Rich, and Secretary Georgeanna Borrayo

ALSO PRESENT: Candidates for Division 1 Director Vacancy (Candidate Chris Rehmann participating remotely)

President Sulik announced due to risks associated with COVID-19, community members may fully participate in the meeting via Email and Facebook Livestream. Online participants must post their comments regarding items not on the agenda on the Livestream thread by 6:10 p.m. at which time public comments will be read to the Board members. Public comment The Board cannot take action on any matter not on the agenda. Public comments specific to an agenda item will be read directly after the agenda item and before the Board votes on an item.

The Board will begin discussion on agenda items until 6:10 p.m. at which time the Board will hear public comments submitted.

Staff reported the Ad Hoc District Manager Recruitment Committee reviewed the current District Manager job description and recommended changes to the Examples of Duties Section of the job description. Proposed revisions include the following:

DISTRICT  
MANAGER  
RECRUITMENT:

Edit 1 – Examples of Duties Section, Bullet #16 from ~~“Serves as District Representative before boards and commissions,”~~ to “Represents District interests and communications with local, state, and federal agencies, consultants, political bodies, community organizations, committees, boards, commissions, and the public.

REVISION TO  
DISTRICT  
MANAGER JOB  
DESCRIPTION  
(Item 3.a.)

Edit 2 – Examples of Duties Section: Add the following bullet point, “Has responsibility for District disaster preparedness and response.”

Following discussion, two additional changes were recommended: 1) Typical Physical Activities section, remove ~~“Hearing and vision within normal ranges; and 2) Special Requirements section, from “Possession of an appropriate California driver license. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration,”~~ to “Valid driver license issued by the State Department of Motor Vehicles.”

CONTINUED -  
REVISION TO  
DISTRICT MANAGER  
JOB DESCRIPTION

It was moved by Director Mowers and seconded by Director Boston to authorize approval of revisions to the District Manager job description with the two additional changes noted.

AYES: Directors Boston, Mowers, and Sulik  
NOES: None  
ABSENT: Divisions 1 and 2 director seats vacant

**Motion passes 3-0**

DISTRICT MANAGER  
RECRUITMENT  
MATERIALS –  
BROCHURE  
APPROVED  
(Item 3.b.)

Members of the Board reviewed the District Manager recruitment brochure in preparation to advertise the position. Staff reported further amendments were made following information provided by President Sulik based on the prior recruitment brochure for the District Manager vacancy in 2017. The update removes all the content on pages 2, 3, & 4, which was primarily the job description word-for-word and is replaced with the preferred text from the brochure created with Board and staff input in 2017 by the recruiting firm, Koff & Associates.

It was moved by Director Boston and seconded by Director Mowers to approve the most recent revision to the recruitment brochure as presented.

AYES: Directors Boston, Mowers, and Sulik  
NOES: None  
ABSENT: Divisions 1 and 2 director seats vacant

**Motion passes 3-0**

PUBLIC  
PARTICIPATION

No public comments were posted on Facebook or submitted via email.

APPOINTMENT OF  
DIRECTOR,  
DIVISION 1  
(Item 4.a.)

Following the resignation of Dan Hansen effective June 18, 2020, the District issued a Press Release on June 22, 2020 announcing a vacancy exists in the office of Director, Division 1, of the Paradise Irrigation District. The District received Statement of Interest forms from three candidates: Chris Rehmann, Dr. Raymond Klein, and Brian Shaw.

Following candidate questions presented by the Board of Directors and opportunity for questions and director feedback on candidates, nominations were accepted by President Sulik.

A recommendation to nominate Brian Shaw was made by Director Boston and Director Mowers. As there were no further nominations, President Sulik called for a roll call vote to appoint Brian Shaw to fill the Division 1 vacancy on the Board of Directors of the Paradise Irrigation District. Directors' votes were polled as follows by roll call vote:

AYES: Directors Boston, Mowers, and Sulik  
NOES: None  
ABSENT: Divisions 1 and 2 director seats vacant

**Motion passes 3-0 to appoint Brian Shaw to fill the Division 1 director vacancy.**

OATH OF OFFICE  
BRIAN SHAW,  
DIRECTOR, DIV. 1  
(Item 4.b.)

The Oath of Office was administered by the Secretary to Brian Shaw to serve in the Office of Director, Division 1 until the next general election in November 2020, and thereafter until the person elected to fill the vacancy assumes office in December 2020.

ADJOURNMENT

It was moved by President Sulik to adjourn the meeting. The special meeting was adjourned at 6:58 p.m.

  
Georgeanna Borrayo, Secretary

  
Marc Sulik, President